



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP EMERGENCY REGULATION 173-3

1 OCTOBER 2006

Finance

### PAYMENT FOR CIVIL AIR PATROL SUPPORT

This regulation establishes procedures for processing claims by Civil Air Patrol (CAP) members and units for costs incurred while participating in reimbursable missions. It applies to all CAP personnel involved in the submission and review of CAP mission reimbursement vouchers. All references to “wing” also apply to a region when the region is the one performing the mission.

#### SUMMARY OF CHANGES.

Decreases the time period to submit CAPFs 108, *CAP Payment/Reimbursement Document for Aviation/Automotive/Miscellaneous Expenses*, to NHQ to 30 days after mission closeout and sets a maximum of 45 days after mission closeout or the wing will not be reimbursed. Incorporates the following policy letters: Authorization to pay lodging and per diem on Air Force missions; Standardization of corporate owned aircraft reimbursement rates; Stops training missions and cadet orientation flights from being performed between 15-30 September so that an accurate accounting of all expended funds can be accomplished before the end of each Fiscal Year. Updates aircraft minor maintenance reimbursement rates based on actual cost data and includes reimbursement rates for SDIS and ARCHER missions. Adds reimbursement procedures for FEMA and other NHQ-coordinated missions and updates procedures for cadet orientation flight reimbursements. **Note: This regulation is revised in its entirety.**

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#### 1. General.

a. Disbursement of Federal appropriated funds for CAP may be used to furnish, pay or reimburse CAP for the following items (including taxes) while participating in an Air Force-assigned mission:

(1) Automotive fuel and lubricants actually used while enroute to/from and while performing the mission.

(2) Aircraft expenses while enroute to/from a mission and while performing the mission. Other allowable aircraft expenses are: oxygen service, and for actual missions only – essential hanger fees, and aircraft preheat/de-ice.

Supersedes CAPR 173-3, 3 May 2002.

OPR: MD

Distribution: In accordance with CAPR 5-1.

(a) Minor maintenance payments to wings for corporate-owned aircraft will be used exclusively to maintain and upgrade the corporate aircraft fleet. The most recent “Aircraft Flying Hour Minor Maintenance Payment Rates” to include procedures for GA-8 aircraft can be found at [www.cap.gov](http://www.cap.gov) [MEMBERS; Forms & Publications] listed under publication “R173-3.”

(b) “Aircraft Flying Hour Minor Maintenance Payment Rates” were established by HQ CAP/LG following an in-depth analysis of CAP’s actual minor maintenance expenditures which, except for inspections and preventive maintenance, do not include most engine-related expenses. Major maintenance covers engine repairs and overhauls and is covered in CAPR 66-1, *CAP Aircraft Maintenance Management*.

(c) Wings/regions may charge more than the published reimbursement rate for members to fly CAP aircraft but wings/regions may not charge less than this rate unless they are subsidizing the rate with funds obtained from other sources such as state appropriations. The bottom line is each wing/region must collect and set aside at least the published hourly rate for each hour of flight time the aircraft is flown. This will ensure that there is enough money in the wing/region aircraft maintenance accounts to cover the reasonable costs of repair. Note that all wings on the national maintenance demonstration program will manage their funds according to the procedures published in the Maintenance Demonstration Policy letters.

(d) Tail number accounting refers to the tracking, by tail number, of all A/C maintenance reimbursement received for all missions. Conversely, it also refers to the tracking, by tail number, of expenditures of that reimbursement for aircraft maintenance. Tail number accounting must track **ALL** maintenance or modification to all CAP owned aircraft. It must also track **ALL** fund sources used to pay for that work, whether from AF, state, dues or donations. *Tail-number accounting* will be accomplished by utilizing the “class” feature within QuickBooks Pro (the accounting software purchased by the National Headquarters for all region and wing finance departments. Exception for selected regions: If NHQ is managing the accounting function, tail number accounting will be accomplished in Navigator.) The use of these “classes” makes it possible for every maintenance payment or expenditure to be quickly and easily associated with a particular aircraft tail number. For assistance with this feature, please contact your wing financial analyst.

(3) Commercial communications expenses associated with the mission and fuel for generators.

(4) Mission travel, lodging and per diem expenses associated with the mission.

(a) Operational Missions. Overnight stays must be approved in advance through the National Operations Center (NOC) for all missions. In unique conditions (example: weather-related) where overnight stays have not been approved in advance, the mission base staff must contact the NOC duty officer to coordinate approval. Also, please keep in mind that the NOC can only coordinate approval of overnight stays during missions when a) safety requirements dictate and/or b) mission needs dictate and it is more cost effective for the overall mission to do so. Per diem (meals) will only be reimbursed in conjunction with overnight stays. CAP’s exemption from the FAA allows private pilots to receive lodging and meals compensation only on Air Force-assigned missions.

(b) Training Missions. Overnight stays will not normally be authorized for training missions except when safety needs dictate. Examples of when it can be approved include inclement weather preventing a safe return to home base or when necessary to avoid violating duty day requirements. If it is necessary for members to stay overnight as part of a training mission, the state director and wing commander must both approve the request to be paid from the wing's Air Force training funds. In the unusual circumstance when the state director or wing commander cannot be reached, the incident commander or his/her staff can contact the NOC to coordinate approval.

(c) All Air Force Missions. Private pilots are restricted by CAP's FAA exemption to only receive the lodging and per diem rates listed in this regulation. Joint Federal Travel Regulations (JFTR) lodging rates can be obtained from the following website: (<https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>). Every effort should be made to stay within these rates. In very unusual circumstances where lodging cannot be obtained at any facility within the JFTR rates, additional approval must be obtained in advance from the NOC – otherwise the member will only be reimbursed up to the JFTR rate. Generally, anything that exceeds the JFTR rate by thirty percent or more will not be approved. If ground transportation is required, CAP vehicles should always be used if available. When a CAP vehicle is not available, the most cost effective option should be used whether it be a hotel shuttle, taxi, rental car etc.

b. Reimbursement from other organizations will be in accordance with the current memorandum of understanding (MOU) or letter of agreement (LOA) with that organization.

c. Absolute minimum acceptable documentation for reimbursement/payment of vouchers is that which is stated in this regulation.

## **2. Specific Requirements.**

### **a. Members will:**

**NOTE:** CAPFs 108 for missions that are in the Web Mission Information Reporting System (WMIRS) can be automatically generated at the close of the mission as long as all the sortie and other expense information is updated when the mission is complete.

(1) The member, or anyone the wing commander designates, completes an original of CAPF 108, items 1 through 11. Completion of the online WMIRS CAPF 108 meets this requirement as long as the member submits any personal expenses and receipts to the person responsible for finalizing the online WMIRS CAPF 108 immediately after the mission is completed. A sample CAPF 108 can be found at [www.cap.gov](http://www.cap.gov) [MEMBERS; Forms & Publications] listed under publication "R173-3."

**NOTE:** If a charge is made to a wing for fuel purchases paid for by a member, the original copy of the receipt showing the amount of fuel serviced and the total cost must be attached to the CAPF 108. To ensure timely reimbursement, member-submitted CAPFs 108 should be forwarded to the wing as soon as possible but not later than 15 days after the close of the mission.

(2) Attach the original receipts, bills, etc.

(3) For communications costs, attach the original telephone bill with calls and cost identified. If pay telephones were used for official communications, the member may submit a signed statement listing the calls by date, location and number called, and the cost of each individual call. Communication expenses for personal cell phone usage will be reimbursed only when expenses exceed allowable minutes in the individual's contract. Copies of cell phone bills with line items highlighted are required for reimbursement.

(4) All member-submitted CAPFs 108 for missions and related mission expenses will be forwarded to the wing.

**b. Wings will:**

**NOTE:** CAPFs 108 for missions that are in WMIRS can be automatically generated at the close of the mission as long as all the sortie and other expense information is updated when the mission is complete.

(1) Complete and file a consolidated CAPF 108 with receipts and pertinent mission forms (CAPF 84, CAPF 122, ICS Form 211, etc.). A CAPF 84 must be filed with each CAPF 108 submitted for counterdrug missions. Partial mission claims may be submitted, but must be noted in block 5 of the Form 108. Follow-on partial claims will be identified in block 1 of the Form 108 by adding a sequential alpha character at the end of the mission number (example: original 06-T-4191-A; next follow-on partial 06-T-4191-B). The wing will certify that the reimbursement request is appropriate, sign and date the form, and then forward it to NHQ via fax (800.555.7902) signifying it as valid for payment. All end-of-fiscal year reimbursement requests must be presented to NHQ CAP/FM for payment not later than 30 November. **Note:** *All requests for reimbursement to a wing must be submitted on a CAPF 108 (modified versions of the form are not acceptable). Receipts need not be submitted with the CAPF 108, when forwarded to NHQ for payment, but will be retained at the wing level in accordance with item 2c below.*

(2) For wing and member claims, ensure that the wing commander or his/her designee signs and dates the CAPF 108 in item 11B. The wing commander may not designate more than two senior wing staff members to approve claims on the CAPF 108. Appointments must be in writing and on file at the wing's office and a copy must be provided to the State Director.

(3) Ensure members' claims are paid no later than 30 days after receipt of the reimbursement payment.

**c. Documentation.** All original mission reimbursement documentation and receipts will be maintained at the wing. See CAPR 10-2 for storage and disposition of documentation.

**d.** CAPFs 108 will be submitted to NHQ within 30 days after the close of the mission. CAPFs 108 received at NHQ later than 45 days after the close of the mission will not be reimbursed.

e. Wings will not schedule/perform any training missions or cadet orientation flights between 15-30 September so that an accurate accounting of all expended training funds can be accomplished. Wings should be exceptionally diligent to have all mission reimbursement requests turned in as quickly as possible, especially during the month of September. Prompt processing of reimbursement requests will ensure CAP is able to fully utilize all the funding it receives from the Air Force.

**3. Reimbursement Procedures for FEMA and other NHQ-Coordinated Missions.** Funding procedures for FEMA-reimbursed disaster relief missions and other NHQ-coordinated missions are outlined in “Reimbursement Procedures for FEMA and other NHQ-coordinated Missions” found at [www.cap.gov](http://www.cap.gov) [MEMBERS; Forms & Publications] listed under publication “R173-3.”

**4. CAP Cadet Orientation Flights.** The reimbursement process for cadet orientation flights (COF) is similar to that for mission reimbursements. The pilot, or anyone the wing commander designates, enters the flight information through the COF Data Entry link in e-Services. The data must be entered no later than 10 days after the flight date.

a. The person entering the data forwards any receipts to the wing, just like the current CAPF 108 process. Since the wing will be verifying the fuel/oil and/or tow receipts against the data entered, a note attached to the receipt showing the date, aircraft tail number and pilot CAPID will help find the appropriate record in the system.

b. The wing commander assigns a person to be the Cadet Orientation Flight Administrator (COFA). Wing commanders can assign anyone to this position, and the assignments can be made through e-Services. The Wing Web Security Administrator gives the COFA web permissions to perform his/her duties. The COFA verifies the Cadet Orientation Flights. This verification is done electronically through e-Services.

c. The COFA works with the wing commander to verify and manage the COF program.

d. The COFA also determines which flights will be submitted for reimbursement, and submits the signed "COF Reimbursement Summary" to National Headquarters (fax 800.555.7902).

e. The NHQ validates the summaries and electronically transfers the funds back to the wings.